



# Neighborhood Traffic Management Program Guidelines

Revised July 2022

**CDOT – Chattanooga Division of Transportation**  
**1250 Market Street, Suite 3030**  
**Chattanooga, TN 37402**

## HISTORY AND PURPOSE

Since its inception over 25 years ago the Neighborhood Traffic Management Program (NTMP) has been a popular and effective method for involving citizens in the process of improving the safety of neighborhood streets in Chattanooga. The program has been adapted across the years in order to streamline the process of establishing eligibility for, and finding, the most effective traffic calming measures for these streets

The NTMP as presented in this document has been simplified into a five step process

1. Preliminary staff analysis
2. Show of community support
3. Preliminary traffic study
4. Design and installation of traffic calming measures/alternative solutions for streets that do not qualify
5. Follow up traffic study to determine effectiveness of calming measures

Each of these steps is discussed in greater detail further into this document.

## CRITERIA

### Principles

The following principles will be used throughout the program, both in initial evaluation of need, design elements and solutions, and overall purpose.

- Simple is smarter.
- Grassroots strategies are most enduring and encourage neighborhood-ownership and buy-in.
- Access: All projects will focus on safe and comfortable access for all mode users (pedestrians, cyclists, and motorists).
- Solutions must be comprehensive for the greater network

## Neighborhood Traffic Management Program Guidelines 2.0

### Eligibility:

The current NTMP expands the eligibility requirements to include streets that might serve more than just single-family houses. That being said, some streets are not appropriate test cases for this program, either because of function or physical characteristics – as such, we check all streets against the following

### Ineligibility:

- Streets that contain a traffic volume greater than 2,500 ADT are ineligible based on a belief that such streets have regional traffic function and therefore are not only for the neighborhood, but also the greater network of the city as a whole.
- Streets sections that are less than 1000 feet between controlled intersections (stop signs or signalized intersections) are ineligible based on the assumption that such streets are not long enough for normal traffic to achieve unsafe speeds.
- Street sections within 500 feet before and after curves with centerline radius less than 600' based on the assumption that such tight curve streets are inherently traffic calming.
- Most through-truck routes,
- Roadways with grades over 8% due to the danger of installing humps on steep slope streets.
- Roadways that are less than 18 feet in width, based on the assumption that narrow streets inherently calm traffic.

## PROCESS

### 1. Preliminary Staff Analysis

- A request is made by the neighborhood (via an individual or group calling 423-643-5952 or placing a request through the Chatt311 website).
- Transportation Division staff makes an initial review of the project – checking for criteria, such as length, traffic count, steepness of grades, street width, etc.
- If the street is eligible, staff contacts the Applicant to discuss the next steps.

**At this point in the process the Transportation staff can choose to have a study performed prior to step 2 if the street in question is seen as a strong candidate for NTMP based on existing traffic data, crash reports, and engineering judgement.**

### 2. Preliminary Community Support – *Neighborhood Petition Completion*

After projects are determined to be eligible, the neighborhood must demonstrate support from the citizens in the affected area.

- A staff member will define Petition Area on a map and provide the applicant with a copy of this map and NTMP documentation. At this point, the neighborhood is responsible for demonstrating support among the residents within the petition area. **Applicants should not circulate petitions until provided a CDOT defined petition area map.**
- Signatures must be gathered from at least 2/3 of the households (owners or renters) within the petition area. Only one signature per address will be counted. Completed petitions can be mailed or delivered to: Transportation Division– NTMP, 1250 Market Street, Suite 3030, Chattanooga, TN 37402

**It is important to note here that completing this step only qualifies the location for traffic analysis and does not guarantee that the street will be suitable for traffic calming.**

## Neighborhood Traffic Management Program Guidelines 2.0

### 3. Preliminary Traffic Analysis

- After the neighborhood has submitted the Petition showing support from 2/3 of residences, the Transportation Division will complete a traffic analysis of the street including an on-site traffic volume count and speed study, as well as compilation of all accident reports related to the street in question.

The Transportation Division uses objective grading criteria during this analysis to determine severity of the safety problem. The point system is detailed in the table below. **Qualification depends on the accumulation of at least 3 points based on the analyses completed during this step.**

| GRADING SYSTEM CRITERIA                          | Points |
|--|--------|
| <b>Accidents in Last 3 Years</b>                 |        |
| 1  | 1      |
| 2  | 2      |
| 3 or more  | 3      |
| <b>Traffic Volumes Per Day</b>                   |        |
| 100 – 500 vehicles per day                       | 1/2    |
| 500 - 1000 vehicles per day                      | 1      |
| 1000 - 1500 vehicles per day                     | 1 ½    |
| 1501 - 2000 vehicles per day                     | 2      |
| 2000 - 2500 vehicles per day                     | 2 ½    |
| <b>Traffic Speeds 85<sup>th</sup> Percentile</b> |        |
| 2 MPH over posted speed limit                    | 1/2    |
| 3 MPH over posted speed limit                    | 1      |
| 5 MPH over posted speed limit                    | 1-1/2  |
| 7 MPH over posted speed limit                    | 2      |
| 8 MPH over posted speed limit                    | 2-1/2  |
| 10 MPH over posted speed limit                   | 3      |

Applicants should understand that our objective grading system is critical to keeping our work and time focused on the streets where safety is seen as a relatively significant problem. If a street does not accrue 3 points based on this system the Transportation staff will advise residents towards alternatives such as a neighborhood speed watch program or law enforcement monitoring.

### Plan Development

The division staff's preferred solution will be shared with the neighborhood for a period of time to gauge support. If no significant opposition is received, the project will go into the queue for funding and installation.

## **Neighborhood Traffic Management Program Guidelines 2.0**

### **4. Installation of Traffic Calming Measures**

The approved calming measures are installed primarily based on the order in which they are received but may be prioritized if the street is seen as a relatively high safety risk. Applicants should remember that all projects are contingent on the availability of both human and material resources before installation can proceed.

### **5. Post Installation Traffic Analysis**

After installation a follow up study will be performed to determine the effectiveness of the calming measures. In the event that the installed measures are found to be less effective than hoped, Transportation Division staff will evaluate additional potential solutions for the location.

The last page of this document serves as the signature sheet for the petition described in step 2 above.

## Neighborhood Traffic Management Program Guidelines 2.0

### PETITION FOR NEIGHBORHOOD TRAFFIC MANAGEMENT

Description of area of request: \_\_\_\_\_

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We, the undersigned property owners or tenants, do respectfully petition the City of Chattanooga, Transportation Division to conduct a neighborhood traffic management study for the above described area.

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

**Applicants should not circulate petitions until provided a CDOT defined petition area map, and they have contacted their City Council representative. Council Rep. & date of contact:** \_\_\_\_\_

**Date submitted to the City of Chattanooga:** \_\_\_\_\_

|    | NAME | ADDRESS | Signature |
|----|------|---------|-----------|
| 1  |      |         |           |
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## Neighborhood Traffic Management Program Guidelines 2.0

### PETITION FOR NEIGHBORHOOD TRAFFIC MANAGEMENT

*(Please make copies of this sheet as needed)*

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\_\_\_\_\_  
\_\_\_\_\_

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